

EMPLOYEE BACKGROUND VERIFICATION FORM					
COMPANY NAME : HML					
<p>Please note that it is mandatory for you to complete the form in all respects. The information you provide must be complete and correct and the same shall be treated in strict confidence.</p> <p>The details on this form will be used for all official requirements should you join the organization.</p>					
Position applied for			Job Location		
Lead Finance Transformation			Bengaluru		
Personal Information					
Full Name of the Applicant			Pancard Number	Aadhaar Number	
Mrs. Dupinder Kaur			AOLPK6556L	3718 1189 7849	
Father's Full Name	Mr. Harinder Pal Singh		Date of Birth (DD/MM/YYYY) 3/21/1982		
Husband Name	Mr. Gurmeet Singh				
Gender (MALE/FEMALE)	MOBILE NUMBER		Nationality	Marital Status	
Female	73032 77215		Indian	Married	
Personal Email ID			Official Email ID		
dupinder.khanna@gmail.com					
Permanent Address			Period of stay		
Flat No. T1-401, BPTP PARK GENERATIONS SEC 37D, GURGAON Pin 122006			From (Month/Year)	To (Month/Year)	
			Nov-21	Current	
			Residence Mobile Number	Alternate Mobile number	
Pincode	122006			96504 59743	
State	Haryana				
Prominent Landmark	Near Signature Hospital				
Nearest Police Station	Sec 10A, Gurgaon				
Education Qualification - Please attach copy of Degree and Final year mark sheet					
Name of the University	POST GRADUATION	Dates Attended		Qualification Gained	ID /Roll No
		From	To		
		dd/mm/yy	dd/mm/yy	Name of the Course	
Institute of Chartered Accountants of India, New Delhi	Professional Qualification	May, 2020	Nov, 2024	Chartered Accountancy	01625
Name of the College			Course Name / Specialization		
Institute of Chartered Accountants of India, New Delhi			Chartered Accountancy		
Please tick mark the documents submitted for this qualification along with this form					

Employment History

Note: Please ensure that you are descriptive wherever necessary – e.g. If company has closed, do mention it.

Employee Code/ ID/ Number is mandatory. If your previous employer did not provide one, please mention and state reasons for the same.

Name of the Employer -1 (Latest Employment)		Address of Employer	
Cepheid India Private Limited		9th Floor, Tower B, Paras Twin Towers, Sector 54, Gurgaon 122002	
Telephone No	Employee Code/No	Designation	UAN Number
	3652865	Director Finance South Asia	100141635917
Employment Period		Reporting Manager's Name	Reporting Manager's Contact No
From	To	Fu pong Phoon	+6591155824
Jun-24	Jun-25		Reporting Manager's Email ID
			fupong.phoon@cepheid.com
Duties & Responsibilities		Reasons for leaving	
Managing end to end finance operations for India Cepheid Entity		Personal reasons	
HR-Human Resource Contact Person Name & Contact Number		HR - Human Resource Contact Person Email ID	
Melissa Park		melissa.park@cepheid.com ; +65 8121 7906	
First Salary drawn Jun-24	Was this Position <input checked="" type="checkbox"/> Permanent	Agency Details (if temporary or contractual), provide details	
Last Salary drawn May-25	<input type="checkbox"/> Temporary <input type="checkbox"/> Contractual	Not applicable	
Last Salary drawn	<input type="checkbox"/> Temporary <input type="checkbox"/> Contractual		
Please tick mark the documents submitted for this employment			
<input type="checkbox"/> Service Certificate		<input type="checkbox"/> Relieving letter	<input type="checkbox"/> Offer letter
<input type="checkbox"/> None		<input checked="" type="checkbox"/> Any Other (please specify)	Relieving cum experience certificate
Employment History - Please attach a copy of your relieving letter/service certificate			
Name of the Employer -2 (Ex-Employment)		Address of Employer	
Campus Activewear Limited		DLF Cyberpark, Block B, First Floor, Sector 20, Udyog Vihar, Phase III, Gurgaon- 122016	
Telephone No	Employee Code/No	Designation	UAN Number
	11462	Finance Controller	
Employment Period		Reporting Manager's Name	Reporting Manager's Contact No
From	To	Sanjay Chhabra	+91 9971872220
Jan-23	May-24		Reporting Manager's Email ID
			cfo@campusshoes.com
Duties & Responsibilities		Reasons for leaving	
Financial accounting & reporting, Tax and compliance and managing statutory audit and internal audit		For growth opportunities	
HR-Human Resource Contact Person Name & Contact Number		HR - Human Resource Contact Person Email ID	
Alka Monga		alka.monga@campusshoes.com	
First Salary drawn Jan-23	Was this Position <input checked="" type="checkbox"/> Permanent✓✓	Agency Details (if temporary or contractual), provide details	

<input checked="" type="checkbox"/> I ✓ Marksheet <input type="checkbox"/> Provisional Certificate <input type="checkbox"/> Degree Certificate <input type="checkbox"/> None					
Name of the University	GRADUATION	Dates Attended		Qualification Gained	ID /Roll No
		From	To	Name of the Course	
		dd/mm/yy	dd/mm/yy		
Panjab University, Chandigarh	B COM	April 2000	April 2003	Bachelor of Commerce	
Name of the College		Course Name / Specialization			
Panjab University, Chandigarh		Commerce, Business, Economics, Accounting			
Please tick mark the documents submitted for this qualification along with this form <input type="checkbox"/> Marksheet <input type="checkbox"/> Provisional Certificate <input checked="" type="checkbox"/> ✓ Degree Certificate <input type="checkbox"/> None					
Name of the College	University / Board Name & Location	Dates Attended		Qualification Gained	ID /Roll No
		From	To	Name of the Course	
		dd/mm/yy	dd/mm/yy		
12TH STANDARD					
BBK DAV College for Women, Lawerence Road, Amritsar	Punajb School Education Boa	July-1999	March 20	Senior Secondary Commerce	
Please tick mark the documents submitted for this qualification along with this form <input checked="" type="checkbox"/> Marksheet					
Name of the School	School / Board Name & Location	Dates Attended		Qualification Gained	ID /Roll No
		From	To	Name of the Course	
		dd/mm/yy	dd/mm/yy		
10TH STANDARD					
Sacred Heart High School, Majitha Road, Amritsar	ICSE, NEW DELHI	Apr-86	Mar-98	Matriculation	T / 817 / 023
Please tick mark the documents submitted for this qualification along with this form <input checked="" type="checkbox"/> Marksheet					

Last Salary drawn May-24	<input type="checkbox"/> Temporary <input type="checkbox"/> Contractual	NOT APPLICABLE
Please tick mark the documents submitted for this employment <input type="checkbox"/> Service Certificate <input type="checkbox"/> Relieving letter <input type="checkbox"/> Offer letter <input checked="" type="checkbox"/> Any Other✓✓ <u>Relieving cum experience certificate</u>		
Documents Required (Mandatory)		
<u>Education:</u> <ul style="list-style-type: none"> ● Photocopy of degree certificate and final mark sheet of all examinations 		
<u>Employment</u> <ul style="list-style-type: none"> ● Photocopy of relieving / experience letter for each employer metioned in the form 		
<u>Identity & Address Proof</u> <ul style="list-style-type: none"> ● Pan Card / Passport Copy/ Driving License / Aadhaar Copy / Bank Passbook / Voter ID 		
Declaration and Authorization		
I hereby authorize GoldQuest Global HR Services Pvt Ltd and its representative to verify information provided in my application for employment and this employee background verification form, and to conduct enquiries as may be necessary, at the company's discretion. I authorize all persons who may have information relevant to this enquiry to disclose it to GoldQuest Global HR Services Pvt Ltd or its representative. I release all persons from liability on account of such disclosure. I confirm that the above information is correct to the best of my knowledge. I agree that in the event of my obtaining employment, my probationary appointment, confirmation as well as continued employment in the services of the company are subject to clearance of medical test and background verification check done by the company .		
DUPINDER KAUR		03-08-2025
Full Name of the Candidate	Signature	Date of Form Filled